



# Example of Meeting & Events Job Description

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Our company is looking for a meeting & events. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for meeting & events

- Responsible for owning monthly financials related to accounts receivable and open payables responsible for the team's revenue growth goals, P&L analysis, managing expenses and research/resolution of any discrepancies
  - Ensure 100% accurate and timely data capture through meeting technology tool, financial systems and other Amex systems
  - Drive adherence to all American Express and client policies including compliance requirements and ensuring market operations are audit ready at all times
  - Additional projects and requirements may need to undertaken at the request of leadership
  - Setting up function rooms for meetings and events to company brand standards
  - Provide a professional level in food and beverage service
  - Suggestive selling at every opportunity
  - To ensure communication procedures are effective and efficient on a day to day basis, with key operating functions to ensure customer service standards are maintained
  - To ensure consistent cleaning and record keeping for the whole Meetings and Events area
  - To meet and greet all conference organisers and ensure that their requirements are met within the specified time scales
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- Experience with meeting industry technology a plus
- You have database software experience
- You can review documents scanning quickly for any issues utilizing a document review system
- Minimum of 3 years proven event management experience
- Must be proficient in Microsoft software including word, excel and powerpoint applications
- Proficiency in Chinese/English (written/spoken) is required